

F & A/RDS/PROGRAM ACCOUNTABILITY REVIEW
REVIEW GUIDE FOR THE TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT-WIA

Subrecipient: _____

Monitor: _____

Grant/Contract No: _____

Funding Source: _____

Date of Visit: _____

PARTICIPANTS ELIGIBILITY

DISLOCATED WORKER/NATIONAL EMERGENCY GRANT DESKTOP REVIEW GUIDE (A) NEG Monitored Every Six Months		
<p>1. Does the dislocated worker (A) meet one or more of the following criteria:</p> <ul style="list-style-type: none"> Terminated or laid off or received notice pending termination Is eligible for or has exhausted Unemployment Compensation (UI) Demonstrated attachment to the workforce, but not eligible for UI due to insufficient earnings or employer not being covered Unlikely to return to previous industry or occupation <p><i>WIA sec. 101 9(A)</i></p>		
DISLOCATED WORKER/NEG (B)		
<p>2. Does the dislocated worker (B) meet the following criteria:</p> <ul style="list-style-type: none"> Terminated or laid off or received notice of pending termination or lay off due to a permanent plant closure or substantial layoff at a plant facility or enterprise Is employed at a facility where the employer has made the announcement that the facility will close in 180 days 		

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<i>WIA sec. 101 9(B)</i>		
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DISLOCATED WORKER/NEG (C&D)		
<p>3. Does the dislocated worker (C & D) meet the following criteria:</p> <p>C) Self-Employed (includes farmer, rancher, fisherman) but is unemployed due to general economic conditions or disaster</p> <p>D) A Displaced Homemaker</p> <p><i>WIA T. A Manual, September 2002; CMATS WIA Program Manual, and/or WIA Sec. 101 (9)(C)(D)</i></p>		
<p>4. Has eligibility been verified?</p> <p><i>CMATS WIA Program Manual</i></p>		
<p>5. Does the participant file include grievance and complaint procedures?</p> <p><i>WIA T. A. Manual, September 2002; and/or E&T Memo # 00-06</i></p>		
<p>6. For files that CMATS indicate supplemental data—Is there an auditable record in the file?</p> <p><i>Training Employment Guidance Letter (TEGL) 7-99</i></p>		

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<p>7. Has the LWIA developed a policy for relocation assistance and the rationale for the policy?</p> <p><i>WIA memo policy#00-03 change 1</i></p> <p>8. Has the LWIA provided relocation assistance to any dislocated worker? IF yes, Is there a record documenting that the worker is receiving or will receive 95% of his previous wage in the new location of employment?</p> <p><i>E&T Memo # 00—03, Chg. 1</i></p> <p>9. Has the LWIA followed state procedure for integrating WIA Title 1 funds and Pell Grant for dislocated workers who need classroom training activities</p> <p><i>E&T Memo # 00-17</i></p> <p>10. Has the LWIA provided information to new businesses in the area that want to provide OJT training to dislocated workers who need OJT?</p> <p><i>E&T Memo # 01-18</i></p>		
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11. Does the LWIA system have documentation showing the follow-up services for a minimum of 12 months following the first day of employment, to registered participants who are placed in unsubsidized employment?
20 CFR 663.150 (b)
12. Does the LWIA system have policies and procedures in place which demonstrate that:
 - Follow-up services are included in IEPs(Individual Employment Plans).
 - Proposed monetary assistance during and throughout follow-up are included in the IEPs, and
 - The criteria used to provide support services to individuals who are employed and earning self-sufficient wages.
13. Does the LWIA system have documentation in place which demonstrates integration of services funded under TAA/NAFTA, with services funded under WIA Title 1/Wagner-Peyser, as follows:
 - Eligibility determinations.
 - Reemployment plans.
 - Job search allowance applications.
 - Relocation allowance applications.
 - Case Management, and
 - Training waiver options.

*T & E Guidance Letter No. 5-00;
E&T Memo 00-12*

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